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# REVIEWING AND ADJUSTING YOUR imMTrax VACCINE INVENTORY

Having an accurate starting inventory in imMTrax is important. During the imMTrax transition, we used WIZRD data and the information provided on your Inventory Import Form to transfer your inventory to the new system. We made every effort to ensure that it is accurate and up to date. However, some inaccuracies may be present. Please review and modify your starting imMTrax inventory using the following procedures.

If you did not submit an Inventory Import Form, please contact the Immunization Program (444-5580 or [hhsiz@mt.gov](mailto:hhsiz@mt.gov)). Your inventory will not be in the system and you will not be able to use the system going forward.

1. Login to imMTrax and go to **Manage Inventory>>Show Inventory**. A list of inventory for your facility should appear.
2. Check this inventory against your records.
3. Please note that in the column labeled "Public," a "Y" means public stock. An "N" means private stock.
4. You can add, delete, and modify your private vaccine stock. You CANNOT add, delete, or modify your public vaccine stock except during your end of month reconciliation.
5. If you find inaccuracies, correct them using the following guidelines:

## PUBLIC VACCINE

### MISSING VACCINE LOTS

If you have lots of public vaccine in your possession that ARE NOT listed in imMTrax, please add them as private vaccine (**Manage Inventory>>View Inventory>>Add Inventory**). Then call the Immunization Program (444-5580), and we will switch them to public lots.

### DEPLETED OR ERRONEOUS LOTS

If you have public lots in imMTrax that are not in your current inventory or that have been depleted, please wait until your end-of-month reconciliation and then adjust the count to zero. Give the reason as "Other...." This will make that vaccine lot inactive. PLEASE DO NOT USE THE REASON "WASTED OR EXPIRED" unless the vaccine was actually wasted or expired.

### INACCURATE COUNTS

If your public vaccine lots are present, but counts are off, you will have the opportunity to correct the counts during your end-of-month reconciliation. However, if the inaccurate count is preventing you from entering immunization data for a patient, then call the Immunization Program (444-5580), and we will adjust the count immediately.

## PRIVATE VACCINE

imMTrax allows you to add, delete, and modify your private vaccine inventory. You can go in at any time by clicking **Manage Inventory>>View Inventory** and clicking on the vaccine name. This will bring up a screen to edit that vaccine lot. You can remove the lot by changing the lot status to "Lot Active – No." To add inventory go to **Manage Inventory>>View Inventory>>Add Inventory**.